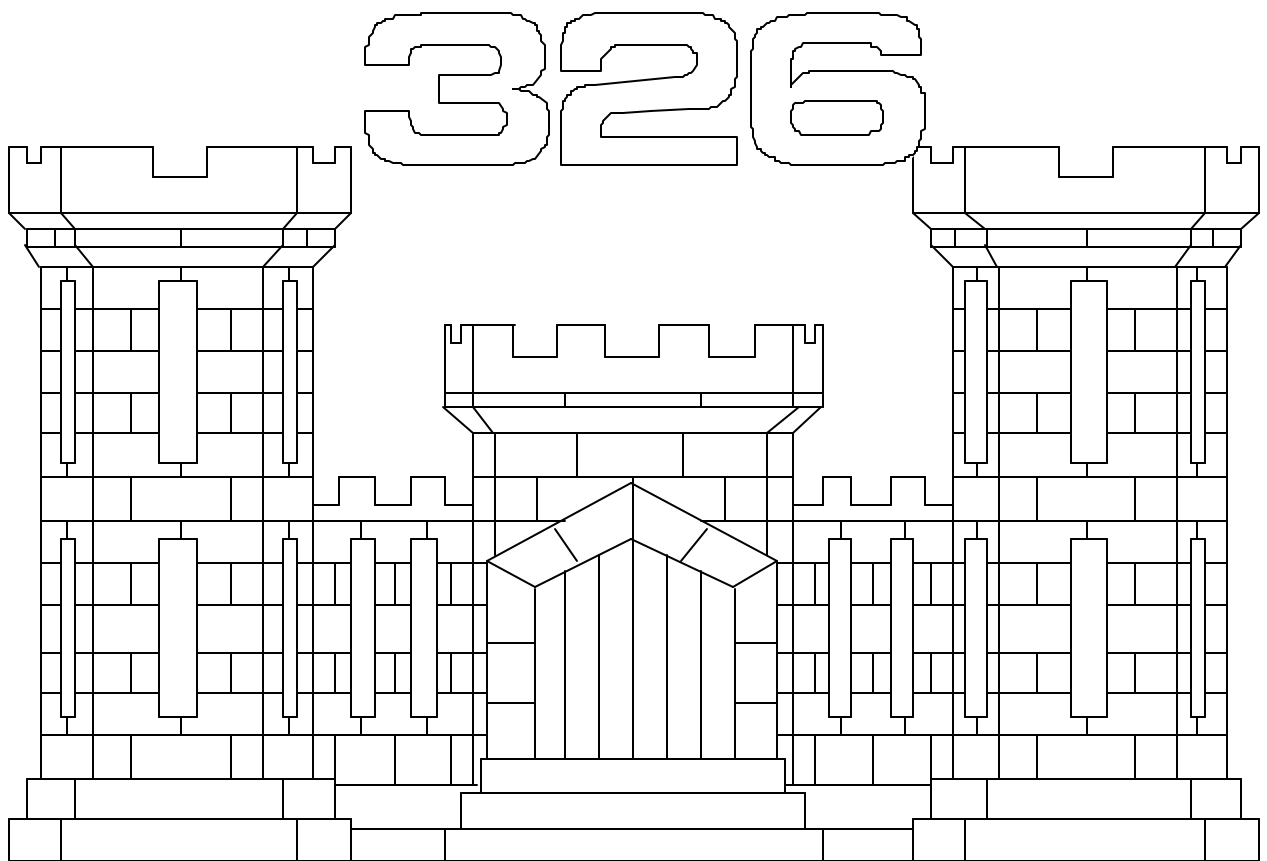


# 326 ENGINEER BATTALION



## Deployment Readiness Handbook

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## **Introduction**

This Family Readiness Handbook is intended to provide you with as much information as is necessary to enable you to find answers to your problems, situations, and questions. It is our hope that this information will allow you to feel capable and confident of your ability to take care of yourself and your family when your spouse is away for training or when he/she is involved in an actual troop movement. This handbook in conjunction with the encouragement and assurance of

Your Family Readiness Group should prove to be an invaluable combination of sources for you.

The link between you, your deployed spouse, and his/her Unit is the Family Readiness Group (FRG). The main objective of the FRG is to form a network through which we can educate our families about military family issues and support one another through the concerns that come with military life.

When your spouse is deployed, a select group of soldiers will remain in the battalion area with a Rear Detachment Commander (RDC). As information regarding the deployment becomes available, the RDC will pass it through the FRG. While your spouse is away, always remember that what he does is important, difficult, and often dangerous work. What you do to manage alone is no less so! The key is to remain an active member of the FRG so you can be more knowledgeable and better prepared for deployment.

We hope this handbook is helpful to you. Please keep it in a convenient location so that you can refer to it as needed.

## **DEFINITION OF FAMILY READINESS GROUPS**

The concept of Family Readiness Groups (more commonly referred to as FRGs) is relatively new to our Army. They are a direct result from our Grenada (OPERATION URGENT FURY), Panama (OPERATION JUST CAUSE), and Southwest Asia (OPERATIONS DESERT SHIELD and DESERT STORM) experiences. Commanders of deploying units discovered that while their units were highly trained to fight, little if anything was done to train and prepare families to better cope with the stresses and unique problems that often arise during extended and often times unexpected deployment of their spouses. Some type of organization was needed within units to address this serious shortcoming in peacetime, so that in time of crisis, families would be better able to take care of themselves. The concept of the Family Readiness Group was born.

The official definition of a family readiness group is, "AN ORGANIZATION OF FAMILY MEMBERS, VOLUNTEERS, AND SOLDIERS BELONGING TO A UNIT THAT TOGETHER PROVIDE AN AVENUE OF MUTUAL SUPPORT, ASSISTANCE AND A NETWORK OF COMMUNICATION AMONG THE FAMILY MEMBERS, THE CHAIN OF COMMAND, AND COMMUNITY RESOURCES."

Family Readiness Groups are managed differently in every unit. How they are managed depends upon many things-the personality of the leaders, the number of families involved, available resources, etc. The core of the Family Readiness Groups is the company, for this is where the rubber meets the road. All FRGs throughout the Army share the same purpose-to EMPOWER ARMY FAMILIES.

There is **no rank** in the Family Readiness Group (FRG). The active role of our junior enlisted and non-commissioned officer wives in our readiness group has been the key to our success. The FRG is not a club. **All soldiers and family members are members of the FRG.**

The role you play in your family readiness group is your choice. You are welcome to participate as much as you would like to, or are able to. There are many projects to become involved in, each of them important in their purpose, such as communications, newsletters, hospitality, social functions, and fundraising to support the Family Readiness Group.

Your Family Readiness Group extends a sincere invitation for you to join in, and participate.

You can never have too much information, or too many friends. The Family Readiness Group is your opportunity for all this and more. It is an incredible feeling to be able to make a contribution to another person, to touch their lives in such a positive way, and to have the added benefit of helping your own family at the same time.

## **FAMILY READINESS GROUPS:**

- ? Empower families to become more knowledgeable and self-reliant
- ? Promote more efficient use of community resources
- ? Reduce soldier and family member stress
- ? Increase the soldier's ability to devote his full attention to the mission by offering reassurance that the family members have close, reliable, and friendly assistance.
- ? Care for each other
- ? Provide a helping hand when needed
- ? Are there to answer questions
- ? Give moral support
- ? Want to establish a sense of family within the unit
- ? Access information and resources to help you solve problems
- ? Provide an effective way of gaining information, and control during deployment and other times
- ? Help family members develop a more positive attitude toward themselves, the unit, the deployment, and the Army
- ? Increase morale
- ? Fosters increased levels of cohesion, and confidence, for family members and deployed soldiers
- ? Unite other family programs designed to improve the quality of life

## **FAMILY READINESS GROUPS ARE NOT:**

- ? Part of the casualty notification service
- ? A baby-sitting service
- ? A surrogate parent
- ? A social worker
- ? A taxi or bus service
- ? A loan agency
- ? A lending service
- ? A welfare agency
- ? All things to all people

## HANDLING EMERGENCIES

Your spouse's unit commanding officer is authorized to grant emergency leave. Emergency leave can be granted only when your spouse's presence will significantly contribute to assisting with the emergency or when a death has occurred. Please keep in mind that each soldier is valuable to the unit and is performing a vital and important job. A denial to grant leave does not mean that the request was not carefully considered. It may be difficult, but necessary to refuse leaves in certain situations

## EMERGENCIES OF A CONFIDENTIAL OR SENSITIVE NATURE

Please call our Chaplain: Chaplain Villarreal at 798-2543  
Or: Division Chaplain Brown at 798-6124.

## EMERGENCIES DURING DEPLOYMENT

### EMERGENCIES REQUIRING YOUR SPOUSE'S PRESENCE:

While your spouse is deployed, emergencies, which the Army could deem necessary to allow them to return home, are as follows:

? The death, critical illness or injury to a member of the immediate family (i.e., spouse, child, brother, sister, parent or guardian who raised them in place of their parents).

? Critical illness or injury, meaning the possibility of death or permanent disability.

While illnesses such as the flu, injuries such as a broken arm, or the birth of a baby are not minor events, they are not considered as emergencies. These types of situations and others like them are where your friends, neighbors, relatives, FRG, chaplains, and community helping agencies can help you! If your spouse is deployed and you have an emergency that requires getting in touch with him/her, follow these directions for the fastest results:

**1. NOTIFY THE RED CROSS** for emergency reporting and verification services such as, death or serious illness in the immediate family contact Armed Forces Emergency Center, 1-877-272-7337, 24 hours a day.

The Red Cross will ask for soldier's full name \_\_\_\_\_

Social security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Branch of service: Army

Military Unit: 326 Engineer Battalion

Rank: \_\_\_\_\_

The Red Cross will ask for the name of the person having the emergency.

\_\_\_\_\_  
The Red Cross will ask for the nature of the emergency.

\_\_\_\_\_  
The Red Cross may ask for the name and location of the hospital.

\_\_\_\_\_  
The Red Cross may ask for the name of the attending doctor.

## 2. CONTACT THE REAR DETACHMENT COMMANDER WITH THE SAME INFORMATION.

Rear Detachment Commander: \_\_\_\_\_

Office number: \_\_\_\_\_

Pager number: \_\_\_\_\_

## IF YOUR SPOUSE HAS AN EMERGENCY

If your spouse develops a serious problem such as an illness or injury, the military chain of command, the Red Cross, or a military chaplain will contact you.

## IF IMMEDIATE FAMILY HAS AN EMERGENCY

If an immediate family member has an emergency and your spouse's presence is needed, the Red Cross from that area can verify and call toll free, 1- 877- 272- 7337, Armed Forces Emergency Services Center which is open 24 hours a day. This center is designed to help families at Fort Campbell with Red Cross emergency reporting and verification services.

# IMPORTANT INFORMATION

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Your Spouse's Full Name and Rank

---

Your Spouse's Social Security Number

---

Your Spouse's Unit

Telephone Number

---

Your Spouse's Commander

Telephone Number

---

Chaplain Villarreal  
The Unit's Chaplain

---

798-2543  
Telephone Number

---

Division Chaplain (Brown)  
Chaplain During Deployment

---

798-6124  
Telephone Number

---

Your Family Readiness Group Leader

Telephone Number

---

Your Key Caller

Telephone Number

---

A Close Friend

Telephone Number

---

A Close Friend

Telephone Number

---

Neighbor

Telephone Number

---

Neighbor

Telephone Number

---

Your Church

Telephone Number

# EMERGENCY NUMBERS

YOUR NAME

YOUR ADDRESS

YOUR TELEPHONE NUMBER

798-4504/5619 OPS

798-3131 Staff Duty

COMPANY DUTY NUMBERS

WHO	Phone Number	WHO	Phone Number
Ambulance	911 or 798-6111	Housing Repair (On Post)	
Chaplain	798-2543	Legal Assistance	798-4432
Community Family Services	798-6843	Nurse Advice Line	1-800-941-4501
Crisis Hotline	798-8179	Poison Control	1-800-288-9999
Alcohol Counseling	798-4411/3711/8765	Police (Off Post)	911
Drug Counseling	1-800-378-4435	Military Police	798-2677
Emergency Room	798-8401	Post Information	798-2151
Family Advocacy	798-4191/2045	Red Cross	798-2171
Financial Counseling	798-6843	Clinic Appt Number	1-800-941-4501
Fire Department	798-3392	Schools Admin Office	439-3790
Hospital	798-8000	SCHOOL	
Housing	798-6134/6138	Utility Repair (On Post)	798-5082

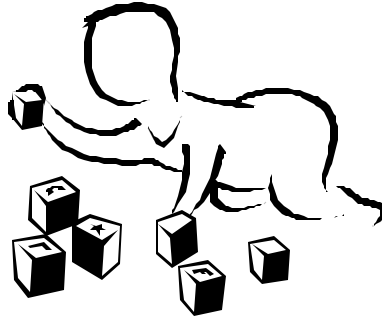
# NON-EMERGENCY IMPORTANT NUMBERS

WHO	Phone Number	WHO	Phone Number
Ambulance	798-6111	Ft Campbell Schools	439-3790
Clarksville Fire Dept	645-7454	Special Ed. (on Post)	439-1950
Clarksville Police	648-0656	Education Services	798-5110
Oak Grove Police	439-4602	Oak City Hall	439-4646
Military Police	798-2677	Oak Grove Tourism	436-5675
Poison Control	1-800-288-9999	Clarksville Tourism	553-8467
Emergency Room	798-8000/8401	Clarksville C. of C.	647-2331
Crisis Hotline (Rape)	798-8179/8000	Legal Assistance	798-4432
Drug Abuse	1-800-378-4435	Post Information	498-2151
Alcohol Abuse	798-8765	Co-op Nursery	798-7455
Red Cross	798-2171	Commissary	798-4104/4206
Hospital Chaplain	798-8777	I.D. Cards	798-2424
TRICARE	1-800-941-4501	ITR (Travel)	798-7436
Bell South	557-6500	PX	439-1841
Vet on Post	798-3614	Vehicle Registration	798-5047
Housing	798-6134/6138	Beauty Shop (PX)	439-0198
AER	798-5518		
AFTB	798-4800		
Food Source	640-8200		
Post Chaplain	798-6124		
Child Develop. Svces	798-3643		



**The Family Child Care Providers from Fort Campbell have stated they would provide childcare, including emergency childcare, as needed, according to the Provider/Staff Survey. *These are fully certified providers.***

**For more information or an update contact Katy Eccles, (270) 798-2164 or Child and Youth Services.**



## HOW TO USE THE FAMILY READINESS GROUP TELEPHONE ROSTER (CHAIN OF CONCERN)

You will be notified through the Family Readiness Group Telephone Roster (Chain of Concern) of important information pertaining to the unit and the Family Readiness Group (FRG). The FRG Chain of concern is your **primary link** with the Army in the event of a deployment, and it is a means to communicate what is often very important information. Reasons to activate the Chain of Concern can range anywhere from planning unit social functions, passing on general information, passing on deployment information, homecoming information, or emergency information. It is one of the most efficient ways of getting the correct information to you in a timely manner. Sending information home through the soldier seldom ever works effectively.

Participation is not mandatory. The Chain of Concern, however, functions to keep you in-the-loop and armed with the most up-to-date information concerning the unit. More importantly, it is a means of emergency notification. All spouses, therefore, are strongly encouraged to participate by completing a Family Readiness Group Questionnaire. Ensure that the FRG leader has your current mailing address and telephone number. If you want to keep your phone number confidential or unlisted just let the FRG leader know of your decision, in writing, on your questionnaire. This way your number will not be printed on the roster. It will only be given to the FRG leader and your Point of Contact.

If you plan to leave the area during a deployment, please contact the FRG leader with a telephone number where you can be reached in the event of an emergency. Please do not put us in a situation where we have to search for you, or where we are unable to contact you in an emergency situation. Time is precious during the emergency notification process.

In the event of a deployment, **as soon as the information becomes available**, the Rear Detachment Commander (RDC) will contact the battalion's FRG leader and they will initiate the FRG communications network to get the information to you.

**In many of our Family Readiness Groups, The FRG leader will contact the Points of Contact and they will personally call each of the families in their chain of concern.**

*If this is not the policy of your group then it is the responsibility of each person in the chain to accurately write down the information they receive and to pass it to the next person on the list.*

*If the person you are to call does not answer the phone, make a note of that person, continue calling down the list until you are able to relay the given message to the next caller on your list.*

*Make sure to pass on the names of the unavailable persons. Go back later and call those who were missed. The last person in each column should call their designated point of contact, verify that the chain has been completed accurately and also give a list of those who were not contacted.*

**IF YOUR TELEPHONE NUMBER OR MAILING ADDRESS CHANGES  
CONTACT YOUR POINT OF CONTACT TO LET THEM KNOW!!!**

If you have not received a copy of the current FRG phone roster, have your spouse pick one up from the company commander's office to keep near your telephone.

**REMEMBER THIS ROSTER IS STRICTLY CONFIDENTIAL.** It should not be used for solicitations or mailing lists of any kind. It is only to be used for FRG purposes. Public access to the telephone numbers and on this list could pose a safety risk to FRG members during a deployment, so be careful to **thoroughly destroy outdated copies** of the roster whenever you receive an updated copy and **keep your current copy secure and near your telephone.**

-

### Questions and Answers

Who is the Battalion Rear Detachment Commander?  
How can the Rear Detachment Commander be contacted?  
Phone #  
Pager #  
E-mail Address

CPT Thomas Carona  
  
270-798-5122 or 5999

Who is the Rear Detachment Commander for our company?  
How can the Rear Detachment Commander be contacted?  
Phone #  
Pager #  
E-mail Address

**How can a lost or stolen ID card be replaced?** In order to obtain a new I.D. Card you must have a power of attorney and another picture I.D. (Driver's License). You must take these items to the Soldiers Support Battalion, Bldg. 2603, on the street just behind the Division Headquarters Bldg. Phone # 270-798-4838/2424. Call before you go as the deployment may affect their working hours.

**Is having a photocopy of my sponsors ID card necessary in addition to a general power of attorney?** It never hurts to have as much identification as possible. My answer to this would be YES! The more ways you have to prove that what you are trying to accomplish is legitimate, the better.

**If my sponsor leaves his car in the unit holding area, what will I need to get it out? Where can this release form be found? Once I have the form, where do I need to go to get the car?** Once a soldier places his vehicle in the Holding Yard the only way to release it is with a power of attorney, proof of proper insurance and registration, and your license to drive. The forms for release and the authority to release it from our Battalion Holding Yard is the Battalion Rear Detachment Commander. This is quite a bit of legwork so in order to avoid this from happening to you please consider having your spouse park his/her car in the parking lot if they intend for you to pick it up within 7 days of their deployment. This will prevent the unnecessary headache of retrieving it from the Holding Yard, which is meant to be a long-term-secure area. Be sure you have an extra key or agree in advance where you may pick up the key.

**How can I get a sticker for my car so that I can get on post?** Again, with a power of attorney, a valid driver's license, proof of insurance and a military I.D. you must go to Gate 4 MP Building just inside the gate off the right lane. Go inside and look immediately to your right. There are forms there to fill out. Once filled out take all your paper work to the big black desk and they will give you the stickers and tell you where they go on the vehicle.

**Who do I contact if there is a pay problem, such as a "no pay due?"** Your first stop should be your Company Rear Detachment Commander in your Company area. If they are unable to assist you, contact the Battalion Rear Detachment Commander and he will assist in any way possible. Please give you Company Rear Detachment Commander the first crack.

**What is the procedure for casualty notification?** There will be a Casualty Assistance Notification Team from Division that will contact a spouse IN PERSON if the unspeakable should happen. Do not rely upon a phone notification or a message in letter, as this is not how information of this gravity is announced. Once notified, a spouse will have a casualty assistance officer assigned to them and they will walk them through the process and help with all the pertinent details.

**What are the rules and guidelines for Red Cross messages?** Prior to contacting the Red Cross, contact your Rear Detachment Commander and have them validate that it is a certified emergency and they will assist you in getting either in touch with Red Cross or help in getting the important message to the deployed soldier.

**What, if any, are considered a "send home" emergencies?** Red Cross Messages are EMERGENCY Messages that involve the loss of an immediate family member or the emergency care due to life threatening illness. Immediate family is parent or guardian, spouse, or child of the service member. Some of those **not** included are Grand Parents, Uncles/Aunts, or In-laws.

**How can I get a copy of my soldiers LES?** Use your Rear Detachment Commander to go to Finance/S-1 to obtain your LES.

**Is it possible to obtain online?** Yes. If you have an Army Knowledge Online account and a password that your spouse has registered, you can view and print their LES.

**Will I need a copy my soldier's orders?** You should try to keep a copy of your spouse's orders next to your I.D. Card. You never know when you are going to need them.

**What are the rules for mailing packages?** Right now packages measuring no more than 13 inches on each side may be sent in addition to letters. (as of Feb. 1). This will change as time passes so prior to sending anything larger than a letter, contact your Rear Detachment Commander for further information.

## **Foreign Language Translators**

**Foreign Language Translators are available for the following languages:**

Spanish, Korean, Vietnamese, German, French, Russian, Yugoslavia (Slavic), Arabic, Japanese, Chinese (Mandarin, Taiwanese, Cantonese)

**Please contact one of these offices for this service:**

ADULT EDUCATION  
CENTER  
430 GREENWOOD AVE  
CLARKSVILLE, TN 37042  
PHONE 931-648-5650/5600

HOPKINSVILLE COMMUNITY COLLEGE  
ROOM 205  
NORTH DRIVE  
HOPKINSVILLE KY 42260

**Additional information is available through your FRG coordinator or the Rear Detachment Commander.**



## **Pre-deployment, Deployment and Post deployment**

Once a unit has deployed, it is too late to realize you need your spouse's signature or don't know where things are or how important tasks are done. These problems can easily be avoided. The best solution is to be totally prepared. True family readiness comes from a series of minor tasks accomplished well in advance rather than a sudden "crash" program begun after receiving an unexpected deployment notice. Last minute rushing produces needless family worry and stress.

It causes many parts of the family readiness plan to be left undone. By looking ahead and anticipating the likelihood of a deployment you and your loved ones can adequately plan for this separation. Remember, once your soldier has been deployed, the responsibility for your family transfers directly to you. Ultimately, you are responsible for knowing your rights and privileges and what resources are available to you as an Army spouse.



## **BEFORE A SCHEDULED DEPLOYMENT GET ORGANIZED:**

- ? Complete your family readiness checklist.
- ? Work out any differences you may have with each other **NOW**. Time does not heal all wounds or necessarily make the heart grow fonder
- ? Complete a calendar with important dates written in it, such as; birth dates, holidays, anniversaries, vehicle safety inspection renewal dates, vehicle tag renewal dates, date for filing taxes, payment due dates and amounts etc. (Each of you keep a copy)
- ? Discuss how you plan to keep in contact during the deployment. (You may consider pre-addressing envelopes and purchasing stamps ahead of time)
- ? Flowers or gifts can be ordered in advance to arrive on special dates, or make arrangements with a friend to deliver gifts on special occasions or holidays.
- ? Make certain important documents and information are in order and accessible. Make sure you have a Power of Attorney.
- ? If you have a full time job and children, make arrangements for childcare during your work hours, or if you are military, during duty hours, field duty and periods of mobilization. Does the person caring for your child have a power of attorney to assure necessary medical care?

## **FOR THE CHILDREN:**

- ? Spend time talking with your child about the deployment. At your child's level, explain why Dad/Mom is going, where, with whom, and for how long.
- ? Sit down with the whole family and talk about feelings. Let each member of the family express how they feel about the separation. Discuss the rules of the house. Make them "House Rules" rather than Mom or Dad's rules.
- ? Encourage the older children to talk with the younger ones about previous deployments; how long it seemed, what they did, how they felt while Dad/Mom was away and when he/she returned.
- ? Encourage Dad/Mom to spend time individually with each child: play a game, go for a walk, or out for an ice cream cone - just the two of you.
- ? Take a picture of each child with Dad/Mom.
- ? Have Dad/Mom read stories and talk to the children on a tape player.

## **DURING A DEPLOYMENT**

? Know at least three of your neighbors. You may need their help during an emergency. They can also be a wonderful source of day-to-day support.

? Set goals for yourself and then pursue them!

? Stay busy during the separation: church, school, sports, volunteering and FRIENDS.

? Take up a new hobby, or return to the one you gave up for lack of time.

? Travel! New scenery and a change of pace, even if only a day trip does wonders for the spirit.

Plan on taking a friend! Don't wait for the phone to ring, take the lead!

? Stick to your budget.

? Get up earlier to allow yourself more time before starting the day.

? Prioritize what is critical and then pace yourself according to your own understanding of the way and the time you function at your best. Be realistic and kind to yourself.

? If you are under great stress, plan with your limitations in mind. (It will help avoid feelings of guilt etc.)

? Find another military spouse in similar circumstances, time passes much faster with a friend.

? Do not try to please everyone. Learn to say "no."

? Exercise regularly. Get plenty of sleep. It is okay to go to bed early!

? Admit when you have made a mistake. It is easier than covering up or feeling guilty.

? Treat yourself like you treat your closest friend. Give yourself permission to be less than perfect, or to take a break.

? Always have something to look forward to.

? Use your brain! Keep learning!

? Anticipate stress and prepare for it.

? Simplify

? Avoid power struggles.

? Provide consistent limitations and feedback to children (and some adults).

? Be honest.

? Learn about your acceptable/comfortable stress level. Some stress is normal and necessary. (It gets you out of bed in the morning.)

**STAY IN TOUCH WITH YOUR FRG!**



**FOR THE CHILDREN:**

? Display pictures of Dad/Mom at your child's eye level. Let children have a picture of himself/herself with Dad/Mom, in their room.

? Routine can work to your advantage. (But avoid a "rut")

? Make opportunities for special outings especially on weekends and holidays when Dad/Mom would usually be home. (Picnics, walks, eating out, build a bird feeder etc.)

? Play Dad/Mom's taped stories.

? Have each child choose a chore that Dad/Mom usually does. It will be a special contribution to maintain the house and will develop responsibility

? Keep in touch with teachers. Work together to evaluate, avoid or redirect behaviors resulting from Dad/Mom's absence.

✍✍ Ensure children write and draw pictures for their deployed Dad/Mom.



# Coping With Parental Separation Anxiety

*Submitted by: Rachel Halterman*

- 1) Have your kids 'protect' something that they associate with the absent parent until the parent comes back. For example give them, a soft-cap or a second set of dog tags.
- 2) Let them write a short letter every other night (more or less as you see fit). If they can't write, have them tell an adult what they want to write. Try to keep it uncensored, as it should be what THEY think is important.
- 3) Remain positive. Use "When Daddy/Mommy comes home". This will also help keep your spirits up.
- 4) Stick to normal rules and routines as much as possible. Maintaining the status quo tends to help keep anxiety levels down. It also makes for a smaller adjustment.
- 5) Record a tape to send to the absent parent. Even an audiotape can help bridge the distance.
- 6) Record a video or tape for your child (ren). Whenever they miss their parent, pop in the tape. Voila! There's Mommy's/Daddy's face and/or voice. One idea is to tape them reading a favorite story.
- 7) Always be as honest as you can be. Kids have excellent instincts. If you're worried, tell them that you're upset. That doesn't mean give out all of the details, but children are not easily fooled. They know when you're tense and it can cause them to be anxious and irritable even when they don't know the reason.
- 8) Remember that how you act goes a long way toward affecting how they will act. For example, if you're a nervous wreck, they are more likely to be upset. So, pull yourself together! The nervous breakdown can wait until they are asleep (crying can, too).  
Stress and anxiety go hand-in-hand. You can bet if your children are anxious, you will be stressed, and vice versa. By making things less stressful for your kids, you will be doing yourself a great favor.

For More Information or Help, Contact Family Advocacy  
at 270-798-8601.

## **SAFETY PRECAUTIONS:**

(Follow these tips whether your spouse is home or not, to suddenly change the way you conduct your home and yourself may in essence advertise your spouse's absence)

- ? Wear your wedding ring to prevent confusion and criticism. Recognize that as a mature adult you are capable of conversations and friendships with both men and women, but avoid the singles bars and similar situations - they are an invitation for trouble.
- ? Do not tell people your spouse is gone.
- ? Do not discuss your spouse's absence in public, even with friends, because someone with ill intent may overhear you.
- ? When someone calls on the telephone and asks for your spouse, NEVER tell the caller that your spouse is not home. Tell the caller that your spouse is sleeping or can't come to the telephone and offer to take a message.
- ? Keep emergency phone numbers and your address by all the phones in your home.
- ? Always lock your doors and windows, draw your shades at night and leave a few lights on.
- ? Leave lights on outside, and inside whenever possible
- ? Have a deadbolt lock installed. It is the most difficult to pick. Make sure your door has a peephole and a safety chain. (A safety chain is NOT adequate protection in case someone tries to force a door open.)
- ? Never open your door even a crack for anyone uninvited or unexpected. Use a peephole. If they claim it is an emergency make the phone call for them.
- ? Do not allow salespeople, repair people, delivery people, or any stranger into your home when you are alone. If you are expecting one, have another person with you and call the company when the employee arrives.
- ? Use caution. Remember neighbors and acquaintances do not come with credentials
- ? If you are not certain if someone else may have keys to your home, have the locks changed (consider previous tenants and their friends or neighbors with extra keys.)
- ? Discontinue paper delivery if you will be away. Ask the Post Office to hold your mail until you return.
- ? Instruct children, family and babysitters not to give out information about who is home, who is out, or for how long.
- ? Do not leave your keys hidden outside your home. They are too easily found
- ? Most burglars and intruders enter homes through either OPEN doors or windows or doors and windows that are easily jimmied.
- ? Keep your doors locked at home when you are not there and when you are home.
- ? Keep your car doors locked when it is unoccupied and when you are in it.
- ? If you notice strangers loitering in your neighborhood, notify the police; include a time, place, and a description.
- ? To discourage burglars have items (such as televisions, stereos, cameras etc.) engraved with your name and social security number. Check with your local police for more information and current recommendations about engraving.
- ? If you suspect your home has been broken into DO NOT go in. Call the police from a neighbor's home.

## **SAFETY PRECAUTIONS (Continued):**

- ? Do not go places alone, especially at night. Use the buddy system.
  - ? Do not bring in your mail, newspaper, or gather clothing in from your line after dark.
  - ? When going to your car have your keys in your hand.
  - ? Look under the car as you approach it.
  - ? Look inside the car before you put the key in the door.
  - ? Once inside the car, lock all of the doors.
  - ? If your car breaks down, put up the hood, turn on the emergency flashers and stay in the car with the windows up and the doors locked.
  - ? If someone stops to help, give that person a phone number to call.
  - ? If you travel, consider a cellular phone.
  - ? When approaching a stop look all around; leave enough room to be able to pull around the car in front of you in an emergency.
  - ? If someone hits your car from the rear; do not get out of the car in an unsafe place. Instead, go to a well-lit populated area. If you have a cellular phone use it.
  - ? While walking keep your head up and your eyes open. Being aware of what is going on around you is your best defense.
  - ? Do not go shopping at night.
  - ? Change your routes to stay out of obviously bad areas.
  - ? If you think you are being followed while walking, cross to the other side of the street and change your route to a well-lit populated area, or if you are driving, go to the police station.
  - ? Stay well away from bushes, parked cars, alleyways, beggars and bums.
  - ? When you go anywhere, ask yourself, what would I do if I were attacked in this situation.
- Be  
Prepared.

## COMMUNICATION DURING A DEPLOYMENT

Ensure you have a mailing address before your spouse departs or obtain the address from your Family Readiness Group when possible.

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### LETTER WRITING:

The need for two-way communication continues though you are separated by distance. The following is a guide that may make it easier to talk with each other by letter.

? Answer all questions. Write with your spouse's letter and picture in front of you as though talking directly to him/her.

? Let your spouse know how much you appreciate the letters, tapes, pictures, etc. In each communication mention one or two things that made you feel especially close.

? Remember that the need to express affection does not diminish with the miles. "I love you," means just as much when it is written during a deployment as it does when spoken in person.

? Share your feelings as openly as you can without indulging in self-pity. Let your spouse know you would like him/her to share his/her feelings.

? Above all express yourself clearly so he/she won't have to think, "I wonder what she/he meant by that?" On the other hand don't try to read between the lines or interpret a puzzling remark. If you don't understand, ask questions in your next letter.

? Some husband's and wives number their letters to eliminate confusion.

? Have Dad/Mom send separate letters to each child in the family. It will help maintain and strengthen their relationships. Children love to receive their own mail.

? Try to send photographs.

? The mail system is rather slow and sometimes letters don't arrive in the order sent. Try to minimize disagreements done in writing as sometimes the problem is worked out before the upset, hastily written letter arrives.

### TAPE RECORDING:

If letter writing is difficult for you, consider purchasing a pair of tape recorders so that you and your spouse can send "talking" letters. Younger children can also say "Hello Dad/Mom" in their own words.

### TELEPHONE CALLS:

Telephone calls are a quick way to communicate, but remember long distance and overseas calls can be very expensive. Remember the difference in time zones as well.

### OTHER:

During some deployments the company will be given access to Video Teleconferencing. There will also be some opportunities to exchange videos of our FRG and videos of our spouses at work.

# HOMEcomings

## WHAT WE AT HOME CAN DO:

- ? Remember that your spouse has been subjected to daily regimentation and routine. Schedules and preplanned events may not be a good idea upon his/her return. Leave some room for spontaneity.
- ? Your spouse may have trouble sleeping for a while due to the change from routine field life, the presence of other people in a barracks, or a time zone change.
- ? Do not be defensive about the way you have handled the children. Discuss any criticisms calmly.
- ? It could take time to reestablish sexual intimacy.
- ? Remember that people change and we notice these changes more after a long separation.
- ? There will be a time for readjustment for everyone.

## REUNITING THE FAMILY:

- ? Make it a family reunion; Mom and Dad can vacation alone later.
- ? Spend time alone with each child to reestablish the relationship.
- ? Spend as much time as possible as a family without outsiders. Postpone visits with relatives and friends for a few days.

## WHAT OUR SPOUSES CAN DO:

- ? Don't disturb a family setup that has been working well without you. Ease back into the system gradually. Enjoy being an "honored guest" for a while.
- ? Take it easy on the children, especially where discipline is concerned. It may be best for children to have a consistent routine, so let the current rules stand.
- ? We may be a little envious of your travels, so go easy on the descriptions of the seven-course Asian banquets or German beer-feasts etc.
- ? If your sexual relationship is awkward between you and your spouse at first, talk it over.
- ? Your spouse may appear to be different. She/He may be a more confident and independent person. Just because she/he can cope without you **does not** mean that she/he wants to



## FINANCES

### CHECKING:

Remember to keep a good credit rating by paying your bills on time. You should not count on your spouse sending you money by mail; it is slow and very uncertain. Keep the use of credit cards to a minimum. They can give you a false sense of wealth. Avoid door-to-door salespeople and telemarketers.

You should be aware of some of the options of a checking account. The SURE PAY program automatically deposits your spouse's check into the bank account. This is the easiest, fastest, and safest way to receive the money. You must have a joint checking account to use it or a Power of Attorney that your bank approves of before your spouse's departure.

If you do not have a joint checking account, then your spouse may have an ALLOTMENT made out to you. This guarantees that you will always be sent a certain amount of money that is determined by the amount your spouse requests. You will then receive a check in the mail, made out to you, once a month. The decision to ensure that you have adequate finances during your spouse's absence is an important one! During a deployment consider some expenses that may be unplanned for, such as: uniform cleaning and upkeep where he/she is located, stamps and stationary, recreation, food, and petty cash.



## **FINANCIAL AID:**

**AID TO FAMILIES WITH DEPENDANT CHILDREN:** This is a program designed to assist those families where the father cannot support the family either because of absence or disability.

The program is different in each state and the applicant must be a resident of the state in which she is applying. Mothers who have remarried and whose spouses have not legally claimed the children as dependent may be eligible for this program.

## **FOOD STAMPS:**

This is a Federal program based upon economic need. The program allows low-income families to obtain enough food to provide a nutritional diet. A family with a low or temporarily reduced monthly income may qualify for the Food Stamp Program.

## **WIC:**

(Women, Infant and Children) This is a program designed as a nutrition education program for pregnant women, breast feeding mothers, infants, and children under 5. A WIC examination is needed for a child to participate in the program. The program provides coupons to purchase dairy products, formula, juices, cereal, peanut butter, eggs etc. For more information call: 798-9176 or 798-4935

## **OPERATION HELPING HANDS:**

Operation Helping Hand (OHH) provides food assistance to military families who are not eligible for Army Emergency Relief. This is strictly a one-time privilege. To get OHH assistance contact the Chaplain.

**FINANCIAL MANAGEMENT AND EMERGENCY ASSISTANCE:** 798-5518

**FINANCIAL PLANNING COORDINATOR:** 798-5518

**ARMY EMERGENCY RELIEF:** 798-5518

**AMERICAN RED CROSS:** 798-2171

**AMERICAN\_RED\_CROSS: EMERGENCY REPORTING & VERIFICATION (DEATH OR**

**SERIOUS ILLNESS) ARMED FORCES EMERGENCY CENTER, 24 HOURS A DAY-1-877-272-7337.**



## FINANCIAL READINESS CHECKLIST:

- ⚡ Do you and your spouse have a joint checking account?
- ⚡ Do you have SURE PAY deposit? If not do you have an acceptable Power of Attorney so you can receive the deposit checks in his absence?
- ⚡ Will your bank accept your Power of Attorney? (Not all banks do!)
- ⚡ Do you know how deposits are made?
- ⚡ Do you know how to balance your checkbook?
- ⚡ Do you know how to write checks?
- ⚡ Do you know how to order more checks? Do you know what service charges are?
- ⚡ Will you have money immediately available to you on a continuing basis during your spouse's deployment?
- ⚡ If you are receiving an allotment, will it provide sufficient money to maintain your entire household?
- ⚡ Do you know the account numbers, names and addresses of your banks?
- ⚡ Do you know the types of accounts you have?
- ⚡ Do you know the location of checking and savings books?
- ⚡ Do you have a safe deposit box? Do you know where the key is kept? Do you know where the box is located?
- ⚡ Are all of your credit cards accounted for? Are the numbers logged and in a safe place? Do you know how to notify the credit card company in case of loss or theft?
- ⚡ Do you have Leave and Earnings statements from the last three months?
- ⚡ Are you prepared to assume or have already assumed the control of all checking accounts, know the balance at all times, and never write a check unless you are certain of sufficient funds in the account?
- ⚡ Do you know that your spouse must make any changes to allotments, including address changes?
- ⚡ Do you know whom to contact if your allotment check does not arrive? (Give the check 3-4 days past the normal delivery then contact the \_\_\_\_ Finance Battalion \_\_\_\_\_)
- ⚡ Do you have a copy of any installation contracts or loan papers?
- ⚡ Do you have a copy of your lease agreement?
- ⚡ Will your lease run out while your spouse is deployed?
- ⚡ Do you know what bills must be paid and when they are due?

## FINANCIAL INFORMATION

### CHECKING ACCOUNTS:

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Name and address of Bank or Institution:

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Account Number:

---

In Whose Name:

---

Name and address of Bank or Institution:

---

Account Number:

In Whose Name:

---

Name and Address of Bank or Institution:

---

Account Number:

In Whose Name:

SAVINGS ACCOUNTS:

---

Name and Address of Bank or Institution:

---

Account Number:

In Whose Name:

---

Name and Address of Bank or Institution:

---

Account Number:

In Whose Name:

## DEBT INFORMATION

### CREDIT CARDS:

Card:	Account Number:	Expiration Date:
Company's Name:		Telephone:
Card:	Account Number:	Expiration Date:
Company's Name:		Telephone:
Card:	Account Number:	Expiration Date:
Company's Name:		Telephone:
Card:	Account Number:	Expiration Date:
Company's Name:		Telephone:
Card:	Account Number:	Expiration Date:
Company's Name:		Telephone:

## DEBT INFORMATION

### OUTSTANDING DEBTS:

Company: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_\_  
Total:\_\_\_\_\_  
Payment: \_\_\_\_\_  
Payment Due Date: \_\_\_\_\_

Company: \_\_\_\_\_  
Phone: (\_\_\_\_)\_\_\_\_\_  
Total:\_\_\_\_\_  
Payment: \_\_\_\_\_  
Payment Due Date: \_\_\_\_\_

DEBTS OWED TO THE FAMILY:

Person: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_

Total:\_\_\_\_\_

Payment: \_\_\_\_\_

Payment Due Date: \_\_\_\_\_

## INSURANCE INFORMATION

LIFE, AUTO, HOUSEHOLD, THEFT, FIRE, FLOOD, LIABILITY

Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payment: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payment: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payment: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payment: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payment: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payment: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

## INVESTMENTS

BONDS: (SPECIFY TYPE)

Company: \_\_\_\_\_ Serial # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Payout Date: \_\_\_\_\_

Total:\_\_\_\_\_ Payment Due Date: \_\_\_\_\_

## INVESTMENTS

CERTIFICATES OF DEPOSIT:

Bank: \_\_\_\_\_ Serial # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Maturity Date: \_\_\_\_\_

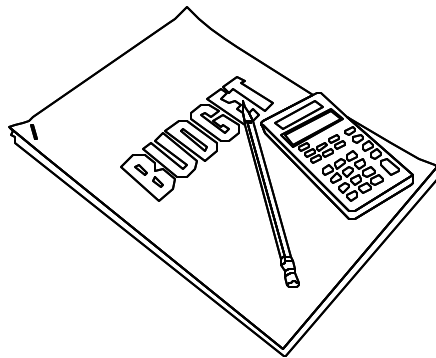
Total:\_\_\_\_\_

## STOCKS:

Company: \_\_\_\_\_ Serial # \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_\_ Maturity Date: \_\_\_\_\_

Total:\_\_\_\_\_



### MONTHLY EXPENSES:

<b>BILL</b>	<b>Acct #</b>	<b>Phone #</b>	<b>Due Date</b>	<b>Amount Due</b>
<b>Mortgage/Rent</b>				
<b>Electric</b>				
<b>Gas &amp; Water</b>				
<b>Telephone</b>				
<b>Home/Renters Insurance</b>				
<b>Cable</b>				
<b>Car Loan</b>				
<b>Car Insurance</b>				
<b>Car Loan</b>				
<b>Car Insurance</b>				
<b>Cell Phone</b>				
<b>Pager</b>				
<b>Student Loan</b>				
<b>Student Loan</b>				
<b>Credit Card</b>				
<b>Credit Card</b>				

### Budget:

<b>Expenses</b>	<b>Amount Budgeted</b>	<b>Actually Spent</b>
<b>Groceries</b>		
<b>Dining Out</b>		
<b>Pet Expenses</b>		
<b>Clothing</b>		
<b>Clothing Upkeep</b>		
<b>Haircuts</b>		
<b>Gasoline</b>		
<b>Recreation/Entertainment</b>		
<b>Allowances</b>		

## LEGAL/ADMINISTRATIVE

The Family Legal Services Office advises you and your family about personal legal affairs, including wills, powers of attorney, adoptions, name changes, landlord and tenant relations, consumer affairs, marital rights and obligations, and other legal matters. In addition, notary public services are normally available. All assistance is free. However, some legal matters involve civilian court proceedings. Military attorneys generally may not represent you in court but can refer you to civilian attorneys or to civilian legal service agencies that may be able to represent you. You may ask a Legal Assistance Officer to read and advise you on any contract free of charge. Never sign a contract without completely reading and understanding it. Never accept verbal promises, which are not written into the contract. Do not make important, expensive purchases without consulting with your spouse. Be prudent and cautious in spending money and especially in using a power of attorney.

It is important for you to have in your possession certain documents and family records. Should an emergency arise, you may need some or all of those documents. Some of the documents listed below may be used often, even when an emergency does not exist. Gather this information and these documents now and put them in a special container or a safe place so you and your spouse or someone outside of your household knows where they are. In order for your family members to obtain identification cards and legal benefits while your spouse is deployed you must be able to supply the documents in **bold type**. If the original documents are unavailable, certified copies should be obtained. These documents should be located now. There may not be time to find them later.

Do you have and are each family members identification cards (ID) cards up-to-date?

- a. When will each ID card expire? \_\_\_\_\_
- b. Do you know how to replace the ID card in the event it is worn, damaged, lost or stolen? \_\_\_\_\_

Do you have immunization records for each member of the family?

- a. Are your family members' immunizations up-to-date? Yes No

Do you have an up-to-date will and know where it is kept?

- a. Where? \_\_\_\_\_

Does your spouse have an up-to-date will and so you know where it is kept?

- a. Where? \_\_\_\_\_

Do you have and know the location of your power of attorney?

- a. Where? \_\_\_\_\_

Do you have a photocopy of your spouse's Identification Card?

- a. Where? \_\_\_\_\_

**General Power of Attorney:** Authorizes you to conduct all family business that would otherwise require your spouse's presence.

**Limited Power of Attorney:** Authorizes you to conduct only the matter specified in the document, which would otherwise require your spouse's presence.

**Medical Power of Attorney:** Authorizes a person other than yourself to authorize medical care for family members should you not be available (e.g. hospitalizations, etc.) This is excellent for anyone who regularly cares for your children.

Do you have and know the location of each family member's certified birth certificate?



- a. Where? \_\_\_\_\_
- ⚡⚡ **Do you have and know the location of your marriage certificate?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Do you have copies and know the location of any adoption papers, guardianship papers, divorce decrees, or court orders awarding custody of children or child support?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **For illegitimate children, court orders declaring the biological parent, written admission of paternity, and related documents?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Statements from licensed doctors or medical officers for dependent children over 21 years of age whom are mentally or physically disabled.**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Name and location of places where unmarried children over 21 but less than 23 years of age who are enrolled in a full-time course of instruction.**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Death certificates of deceased members of the immediate family.**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Do you have a recent photograph (full face, light background, about two inches by two inches, showing the person's entire head for each family member 10 years old or older)?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Do you have and know the social security numbers for each family member?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Leave and Earnings statements from the last three months.**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Do you have copies of Federal and State tax records for the past six years?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Where are the insurance policies kept? (Car, life, homeowner, personal property, etc.)**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Where are your stocks, bonds, certificates of deposit, savings and credit union passbooks, notes receivable, and other evidence of income producing properties?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Do you know where the deeds and other title documents relating to real estate are?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Certificates of title and registration, warranties, and tax receipts for automobiles, boats, recreational vehicles, and other personal property.**  
a. Where? \_\_\_\_\_
- ⚡⚡ **Are all your important papers safeguarded?**  
a. Where? \_\_\_\_\_
- ⚡⚡ **If you are on the housing list, has the housing office been given telephone numbers where you can be reached during your spouse's absence?**
- ⚡⚡ **Citizenship records if any family member born outside the United States.**  
a. Where? \_\_\_\_\_

✍✍ **Business agreements including partnership documents, agency contracts, sales contracts, royalties, residual agreements, and employment contracts.**

a. Where? \_\_\_\_\_

✍✍ **Documents designating the sponsor or spouse as an executor or a trustee.**

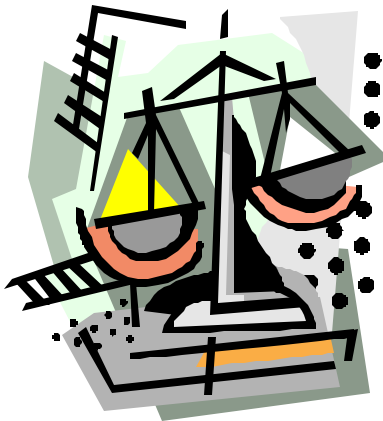
a. Where? \_\_\_\_\_

✍✍ **Documents relating to bankruptcy proceedings.**

a. Where? \_\_\_\_\_

✍✍ **Military and other employment records.**

a. Where? \_\_\_\_\_



## **SUPERVISION OF CHILDREN ON FORT CAMPBELL**

(Excerpted from Memorandum of Instruction (MOI) new policy)

1. The purpose of this MOI is to establish by age group, guidelines pertaining to the supervision of children (17 years old and under) based on the existing statutory and regulatory guidelines.
2. These guidelines are intended to ensure that all agencies and personnel cooperate to protect the safety of our children. Parents and guardians at Fort Campbell will follow these instructions, which address basic or minimum standards. Common sense and good judgment must be used at all times.
3. Guidelines:
  - a. Age 0-3 years: These children require close supervision and must be under the direct control of a parent or parent designee at all times. They must not be left alone in vehicles for any period of time. Children in this age group will not be left outside of quarters unattended or alone in quarters.
  - b. Age 4-5 years: These children must not be left in vehicles. Children 5 and younger will not be left outside of quarters unattended. The supervisor/parent will directly supervise these children at all times. Children in this age group will not be left alone in government quarters. These children will be under the direct supervision of a responsible person when meeting or being dropped off from a school bus.
  - c. Age 6-8 years: The supervisor will know the whereabouts of these children and will check their welfare frequently. Children in this age group will not be left alone in government quarters.
  - d. Age 9-12 years: Short periods of time can go by without the supervisor having direct contact with the child. Children 12 and younger will not be left alone in government quarters.
  - e. Children will not be left in the care of anyone less than 13 years old. Children will not be supervised by someone under the age of 17 years of long periods of time (e.g. over-night). Parents are encouraged to use Family Child Care providers or contact Child Development Services for information and assistance.
  - f. Children must be controlled to ensure that they do not annoy neighbors, workmen, or damage private or government property.
  - g. All family members and guests 12 years old and younger will be in their quarters by 2100 till 0500, including weekends and holidays, unless accompanied by a parent or responsible adult. All family members and guests 13-15 years old will be in their quarters by 2200 till 0500 on weekdays and 2300 till 0500 on weekends, holidays and summer vacation.
2. All family members and guests 16-17 years old will be in their quarters by 2400 till 0500 during summer vacation periods, weekends, and holidays, unless accompanied by a parent, guardian, or responsible adult. Exceptions may be made for recognized functions of the school or teen club, work or in the event of emergencies. During all other periods, all family members and guests 16-17 will be in their quarters by 2300 till 0500.

(NOTE: IAW CAM REG 190-3; This does not include those juvenile offenders who are on probation. Their curfew is 2100 hours on Sunday through Thursday nights, and 2200 hours Friday and Saturday nights, regardless of the time of year, for a designated period of time. This curfew goes into effect after completion of the period of time they are restricted to quarters during the hours of darkness).
3. Special Needs Children: These guidelines are to be modified in accordance with their special needs.

4. Children under the supervision of the Fort Campbell Schools or Child Development Services approved or operated childcare are subject to child supervision guidelines applicable to these programs, rather than this memorandum.
5. Failure to properly supervise children of Fort Campbell in accordance with the above guidelines will be prima facie evidence of child neglect and could result in criminal prosecution.
6. This memorandum supercedes all other Memorandum for Instruction – For the Supervision of Children on Fort Campbell.

**UNATTENDED CHILDREN (IAW CAM REG 210-2, APP B, para 2c)**

Once quarters have been assigned, the sponsor is responsible for the conduct of his family, for providing reasonable occupant care for the quarters and for maintaining a neat, clean outside area at all times. Children must be controlled to ensure they do not annoy neighbors, workmen, damage private or government property. Children under the age of 13 will not be left alone/unattended in Government quarters. Small children (e.g. five (5) years and under) should not be left outside of quarters unattended. Parents should use sound judgment to avoid endangering small children.

**CHILD CARE (IAW CAM REG 210-2, APP B, para 4)**

All family childcare within Ft. Campbell Government quarters must occur in Child Development Services (CDS) certified Family Child Care (FCC) homes. The only exceptions to this will be those persons providing intermittent care not exceeding 10 child hours per-week; persons pending certification by CDS; persons who are providing care for blood relatives; and persons who provide child care in the child's home. The Army's Risk Management Program (RIMP) does not cover these exceptions.

**PET AND ANIMAL CONTROL (IAW CAM REG 40-7)**

Owners are responsible for the actions of their pets. All pets will be controlled at all times. Pets will not be permitted to run at large. Owners are responsible for clean up of unsanitary wastes deposited by their pets. Owners are responsible for the health of their pets.

Fact Sheet

SUBJECT: Extended Leaves of Absence for Residents During Division Deployments

1. **PURPOSE.** To clarify Family Housing procedures regarding occupant long/short term absences of leave from dwelling units both on and off post.
2. **FACTS.** Residents who leave their quarters unattended for extended periods will first make arrangements to have their residences properly maintained and will notify the housing office/off-post landlord of their impending departure.
  - a. **On post residents** must appoint a reliable Point of Contact (POC) that they can give a key to and will assume responsibility for the upkeep of their quarters. The POC will: mow the grass and maintain a neat, clean outside area; assure all outside water faucets remain off; keep the indoor thermostat in the heat position at 65 degrees; and be available should an emergency arise and access to quarters becomes necessary. On post residents will need to pick up a registration form from the Family Housing Office identifying who they have authorized to be their POC and a POC address and telephone number where they can be reached while on extended leave. *The POC will not be authorized to live in the quarters.* If an on post resident cannot find a reliable POC to assume this responsibility, the quarters must be terminated unless the unit commander agrees to appoint a rear detachment representative to perform these tasks.
  - b. **Dual/single parent soldiers** must request an exception to policy for guardians to reside in government quarters. This request will identify a legal guardian for the sponsor's minor children to live in the quarters. *Occupancy of quarters extends to the legal guardian only and does not include any friends, relatives, family members, or other persons associated with the guardian.* Dual/single parent soldiers can obtain the forms for such requests from the Family Housing Office. A copy of guardianship papers must be attached to their initial request.
  - c. **Off post residents** that leave after the service member departs must make sure the landlord is aware of the duration of their absence; make arrangements for cutting grass; ensure payment of rent and utilities; provide any other items in accordance with their lease.
3. Points of contact are Alvin Sherman 798-6110 or Sherry Washington 798-6134.

## HOUSING

- Do I know the location and use of the electrical breaker box?
- Do I know the location and use of the main water control valves?
- Do I know the location and use of each toilet's water control valve?
- Do I know the location and use of each sink's water control valve?
- Do I know the location and use of the washing machine's valve?
- Do I know the location and use of the dishwasher's valve?
- Do I know the location and use of the gas control valve?
- Do you know the name and telephone number of an electrician?
- \_\_\_\_\_
- Do you know the name and telephone number of a plumber?
- \_\_\_\_\_
- Do you have the name and telephone number of the landlord?
- \_\_\_\_\_
- Do you have the telephone number for the Dept Of public works & environment?
- Do I have an extra set of keys to the house?
- Do the doors and windows have good locks?
- Do all of the smoke alarms have new batteries?
- Are there enough alarms installed?
- Am I capable of doing the yard maintenance?
- If not, have I made arrangements?
- Do I have a current household inventory, including serial numbers?
- Do I have current renters or homeowners personal property insurance?
- Have I checked for current maintenance problems? Have I resolved them?
- Are curtains, dishtowels, paper and other items kept away from the stove?
- Is the stove's exhaust hood and ductwork clean and free of grease?
- Do you have extinguishers close at hand and suitable for grease and electrical fires?
- Is the screen on the fireplace closed?
- Is there sufficient space for air circulation around the TV or stereo?
- Are matches and lighters kept out of reach and the access of children?
- Are all combustible materials kept away from the furnace, water heater and other sources of heat?
- Are the furnace, heaters, vents and chimney inspected and serviced regularly?
- Do you know the location of the furnace and water heater?
- Are fuses of the proper size for the circuits they protect?
- Is the dryer lint trap and vent clean?
- Is the gasoline for the mower stowed in a safety container?

- ⚡ Are all dry leaves under wooden stairs, in windowsills or anywhere else close to the house removed?
  - ⚡ Do you have an intruder plan and fire escape plan and have you practiced it with all family members?
  - ⚡ Have you practiced fire emergency procedures?
  - ⚡ Are circuits adequate for heating appliances, such as irons or toasters?
  - ⚡ Is the electrical wiring in your home adequate to handle the load?
  - ⚡ Are there plenty of wall electrical outlets, so “octopus” connections are not necessary?
  - ⚡ Are all oily rags kept in tight metal containers to prevent combustion?
  - ⚡ Always read the product label and follow their safety precautions very carefully!
  - ⚡ Do you avoid the accumulation of paper and combustible materials?
  - ⚡ Are paint thinners, paints, solvents, and other chemicals kept in their original containers for identification purposes?
  - ⚡ Inspect electrical cords on your appliances.
  - ⚡ Use extension cords only for temporary convenience, never as permanent wiring.
  - ⚡ Never smoke in bed.
  - ⚡ Never use hair spray or other combustibles near open flames or while smoking.
  - ⚡ Does every member of your family know how to dial 911?
  - ⚡ Never leave your children unattended, and make sure you instruct sitters on safety and fire procedures in your house.
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## Monthly

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- ☐ Inspect and test smoke and fire alarms
  - ☐ Inspect and replace filters as necessary (air conditioner, furnace, pool, and so on)
  - ☐ Clean/vacuum grill and inside compressor unit of central air conditioner, when in use
  - ☐ Walk around the house exterior to check general condition
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## Spring

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- ☐ Replace smoke and fire alarm batteries (at least twice per year)
  - ☐ Cut back any trees or shrubs touching the exterior (twice per year)
  - ☐ Inspect and touch up exterior paint
  - ☐ Inspect foundation for water penetration, settlement, and cracks
  - ☐ Inspect or treat exterior wood for splintering, decay, and insect damage
  - ☐ Inspect window insulation and remove storm windows
  - ☐ Clean exterior of upper-story windows (twice per year)
  - ☐ Install window screens, repairing as needed
  - ☐ Clean gutters and inspect downspouts (twice per year)
  - ☐ Inspect roof for warping, aging, moss, and cracking
  - ☐ Perform seasonal pest control (quarterly)
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## Summer

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- ☐ Inspect exposed plumbing areas for dampness (twice per year)
  - ☐ Fix loose or cracked caulking around tiles, sinks, tubs, showers, toilets, and counters
  - ☐ Inspect appliance hoses and ventilation according to owners' manuals
  - ☐ Power wash, repair, refinish, and seal decks, reset any protruding nails
  - ☐ Clean and lubricate sliding-glass-door tracks and window tracks
  - ☐ Lubricate door hinges and locks
  - ☐ Oil garage door(s)
  - ☐ Patch driveway and other concrete, or treat asphalt
  - ☐ Perform seasonal pest control (quarterly)
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## Fall

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- ☐ Replace smoke and fire alarm batteries (at least twice per year)
  - ☐ Inspect and clean fireplace and chimney
  - ☐ Service furnace or other heating system
  - ☐ Clean and adjust humidifier on furnace
  - ☐ Clean/vacuum heating ducts, grills, and registers
  - ☐ Clean upper-story windows (twice per year)
  - ☐ Inspect window screens and insulation, and install storm windows
  - ☐ Inspect weather-stripping around doors and replace as needed.
  - ☐ Cut back any trees or shrubs touching the roof or exterior (twice per year)
  - ☐ Clean gutters and inspect downspouts (twice per year)
  - ☐ Trim, cover, or bring in outdoor plants as needed
  - ☐ Perform seasonal pest control (quarterly)
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## Winter

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- ☐ Recharge fire extinguishers
- ☐ Wax and buff wood floors
- ☐ Professionally clean curtains and drapes
- ☐ Inspect and touch up interior paint
- ☐ Inspect exposed plumbing areas for dampness (twice per year)
- ☐ Perform seasonal pest control (quarterly)
- ☐ Test for carbon monoxide

## Deployment and Household Tasks

Something to consider before a deployment is the division of labor in your household. Are there certain tasks that your soldier usually handles? What are they? Do you have a plan for seeing to it they done while your spouse is away?

Who in your house usually performs the following, you or your spouse?

- ☐ Arranges for repairs?
- ☐ Makes doctor/dentist appointments?
- ☐ Make veterinary and other appointments?
- ☐ Pays the bills?
- ☐ Takes care of auto maintenance?
- ☐ Washes the car?
- ☐ Fills up the gas tank?
- ☐ Washes the dishes?
- ☐ Prepares meals?
- ☐ Cleans house?
- ☐ Does the laundry?
- ☐ Irons the clothes?
- ☐ Who cares for pets?
- ☐ Takes out the garbage?
- ☐ See to it the garbage is ready for pick-up each week?
- ☐ Does the shopping?
- ☐ Mows the lawn and maintains the yard?
- ☐ Does most of the driving during family outings?
- ☐ Who organizes your social life?
- ☐ Keeps in touch with relatives?

Once you've determined any new tasks you'll undertaking, consider your options. Although you can probably handle most, if not all, of these jobs, is it a must? Can you shoulder all the tasks and still strike a balance in your life? Can some tasks be eliminated? Can the children help with any of them? Can some tasks be pared down? For example, instead of hand washing and waxing the car, is going to the automated car wash an option? Is it in the budget to hire someone for some tasks? Planning for these things in advance can help alleviate some deployment stress.

# Vehicle Maintenance Checklist

Last Modified: February 12, 2002

Read the owner's manual to learn about your vehicle's systems and components.

Follow the recommended service schedules. Keep a log of all repairs and service.

## Every 3,000 miles or 90 days

Date Completed

- ☐ Change oil and filter.
- ☐ Lubricate chassis.
- ☐ Check fluids.
- ☐ Check tire pressure.
- ☐ Check all belts and hoses.

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## Every 10,000 miles or annually

Date Completed

*Tune-up and diagnostic check*

- ☐ Change oil and filter.
- ☐ Lubricate chassis.
- ☐ Replace all filters including air, fuel, and PCV filter.
- ☐ Check brakes and quickly check wheel bearings.
- ☐ Check and adjust valves if rocker-type arm.
- ☐ Replace plugs, points, cap, rotor, and all necessary tune-up and emission items.
- ☐ Check all belts including timing belt.
- ☐ Inspect cooling system hoses and fluid for cleanliness.
- ☐ Check temperature for engine thermostat.
- ☐ Look over vehicle for leaks and other problems.

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## Every 20,000 miles or 2 years

Date Completed

*Same as 10,000-mile or annual tune-up and inspection plus:*

- ☐ Bleed brakes to renew fluid and remove contamination from normal wear and tear.
- ☐ Drain cooling systems, radiator, engine block, and all heater-related components. De-scale as necessary and inspect tubes in radiator for cleanliness. Replace thermostat. Refill with distilled water and 10% glycol. Add corrosion protection fluid.
- ☐ Replace automatic transmission fluid if using petroleum. Change filter and clean screen and magnets.

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## Every 30,000 miles or 3 years

Date Completed

*Same as 10,000-mile or annual tune-up and inspection plus:*

- ☐ Check and adjust pocket-style valves.

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## Every 50,000 miles or 5 years

Date Completed

*Same as 10,000-mile or annual tune-up and inspection plus:*

- ☐ Replace oil in manual transmission.
- ☐ Replace oil in automatic transmission if using synthetic.
- ☐ Replace oil in differentials and transfer case.

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Every 60,000 miles or 6 years

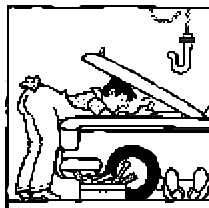
Date Completed

Same as 10,000-mile or annual tune-up and inspection plus:

- ☞ Replace rubber timing belts on camshafts.

## TRANSPORTATION

- ☞ Can you legally drive?
- ☞ Do you have a current driver's license? It expires on \_\_\_\_\_.
- ☞ Do you have an extra set of car keys? They are located \_\_\_\_\_.
- ☞ Do you know where your spouse will park the car if he drives it to the unit when leaving for a mobilization or a deployment?
- ☞ Do you know that if your spouse leaves the car in a unit holding area and deploys, you **must** have a completed release form showing that you by name may take it out of the areas? This must be filled out **before** your spouse leaves.
- ☞ Have you recently updated your car maintenance? When? \_\_\_\_\_. What was done? \_\_\_\_\_.
- ☞ Do you know how to attend to minor car maintenance?
- ☞ Do you know what to do if the car breaks down?
- ☞ Do you know when the car is due for maintenance? \_\_\_\_\_.
- ☞ Do you know where to take the car for maintenance? \_\_\_\_\_.
- ☞ Is the registration for the car kept in the car?
- ☞ Is a proof of insurance kept in the car at all times?
- ☞ Are the car tags current?
- ☞ If the tags need to be renewed while your spouse is away, do you have the proper paper work to get new tags?
- ☞ When will the safety inspection expire? \_\_\_\_\_.
- ☞ If you do not drive or have a valid driver's license, are you familiar with local public transportation?
- ☞ Do you have the title for the car?
- ☞ What is the name and address of the company holding the lien? \_\_\_\_\_.
- ☞ Are you insured to drive the cars?
- ☞ Do you have roadside assistance? Do you know the phone number? \_\_\_\_\_.
- ☞ Do you have a copy of the chain of concern in your glove box?
- ☞ Do you have other phone numbers handy in your car in case of emergency?
- ☞ \_\_\_\_\_
- ☞ \_\_\_\_\_



## MEDICAL

- ⚡ Do I know the telephone number to Health Clinic? \_\_\_\_\_
- ⚡ Do I know the location of Health Clinic?
- ⚡ Do I know the location of the nearest emergency room?
- ⚡ Do I know the location of Blanchfield Army Community Hospital?
- ⚡ Is each family member enrolled in DEERS?
- ⚡ Does each family member have a current medical card?
- ⚡ Does each member have a current military ID card?
- ⚡ Are immunizations for each family member up to date?
- ⚡ Where are the medical records for each family member? \_\_\_\_\_
- ⚡ Where are the TRICARE cards for each family member? \_\_\_\_\_
- ⚡ Where are the dental records for each family member? \_\_\_\_\_
- ⚡ Who has medical power of attorney? \_\_\_\_\_
- ⚡ Are the family 's pet's vaccinations up to date?
- ⚡ Are the family 's pets registered with the city or the post?
- ⚡ What is the telephone number of your veterinarian? \_\_\_\_\_
- ⚡ Where is your veterinarian located?
- ⚡ Are you familiar with the Veterinary Treatment Facility?
- ⚡ Do you know the location of the Veterinary Treatment Facility?
- ⚡ Do you know the Phone Number and Location of your Dentist?

The Phone Number for the TRICARE Advice Nurse is:

Toll free line: 1-800-941-4501, request to speak with the TRICARE Advice Nurse.

**MEDICAL INFORMATION FOR FAMILY MEMBERS:**

**Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Distinguishing Marks/Physical Characteristics: \_\_\_\_\_

Type: Blood \_\_\_\_\_ Adverse Drug Reactions or Allergies: \_\_\_\_\_

Organ Donor? \_\_\_\_\_ Yes \_\_\_\_\_ No Tissue Donor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, location of donor authorization forms: \_\_\_\_\_

Any religious information or other considerations that would have a bearing on

Medical treatment: \_\_\_\_\_

Other important medical data: \_\_\_\_\_

Chronic Illnesses/Medical Disorders: \_\_\_\_\_

Recent/Previous Surgeries: \_\_\_\_\_

Currently taking any medications: \_\_\_\_\_

**Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Distinguishing Marks/Physical Characteristics: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Adverse Drug Reactions or Allergies: \_\_\_\_\_

Organ Donor? \_\_\_\_\_ Yes \_\_\_\_\_ No Tissue Donor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, location of donor authorization forms: \_\_\_\_\_

Any religious information or other considerations which would have a bearing on your

Medical treatment \_\_\_\_\_

Other important medical data: \_\_\_\_\_

Chronic Illnesses/Medical Disorders: \_\_\_\_\_

Recent/Previous Surgeries: \_\_\_\_\_

Currently taking any medications: \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Height: \_\_\_\_\_ **Weight:** \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Blood Type:** \_\_\_\_\_

Distinguishing Marks? /Physical Characteristics: \_\_\_\_\_

**Any medical information or other considerations that would have a bearing on**

**Medical treatment:** \_\_\_\_\_

**Adverse Drug Reactions:** \_\_\_\_\_

**Other Allergies:** \_\_\_\_\_

**Chronic or Recurring Illnesses:** \_\_\_\_\_

**Prescription Medications:** \_\_\_\_\_

**Diseases Had Yes No Date Most recent exam. Date m/y**

Chicken Pox \_\_\_\_\_ Physical Exam \_\_\_\_\_

Mumps \_\_\_\_\_ Dental Exam \_\_\_\_\_

Red Measles (10 day) \_\_\_\_\_ Eye Exam \_\_\_\_\_

Rubella \_\_\_\_\_ Hearing Test \_\_\_\_\_

Rubella (3 day) \_\_\_\_\_ T B. Test \_\_\_\_\_

German Measles \_\_\_\_\_ Test \_\_\_\_\_

Polio \_\_\_\_\_ Test \_\_\_\_\_

Rheumatic Fever \_\_\_\_\_ Test \_\_\_\_\_

Scarlet Fever \_\_\_\_\_ Test \_\_\_\_\_

Tetnus \_\_\_\_\_

Hepatitis A 1 & 2 \_\_\_\_\_

Hepatitis B 1, 2 & 3 \_\_\_\_\_

MGC \_\_\_\_\_

**Immunizations:**

## **IMMUNIZATIONS FOR SCHOOL AS OF 3/97**

### **KINDERGARTEN:**

\* (5) DPT (BOOSTER ON OR AFTER 4<sup>TH</sup> BIRTHDAY)

\* (4) POLIO (BOOSTER ON OR AFTER 4<sup>TH</sup> BIRTHDAY)

(2) MMR (2<sup>ND</sup> REQUIRED IF IN K/1<sup>ST</sup> GRADE FOR THE FIRST TIME, EFFECTIVE 1/94) THE FIRST MMR MUST BE ON OR AFTER 1<sup>ST</sup> BIRTHDAY TO COUNT.

(1-2) HIB (IF NOT YET 5 YEARS OLD.) IF FIRST HIB WAS GIVEN AFTER 12 MONTHS OLD AND BEFORE 15 MONTHS, 2<sup>ND</sup> HIB IS REQUIRED. IF A HIB IS GIVEN AFTER 15 MONTHS, NO FURTHER HIB IS REQUIRED.

### **GRADES 1 - 4:**

\* (5) DPT (BOOSTER ON OR AFTER 4<sup>TH</sup> BIRTHDAY)

\* (4) POLIO (BOOSTER ON OR AFTER 4<sup>TH</sup> BIRTHDAY)

(2) MMR (2<sup>ND</sup> REQUIRED IF IN K/1<sup>ST</sup> GRADE FOR THE FIRST TIME, EFFECTIVE 1/94) THE FIRST MMR MUST BE ON OR AFTER 1<sup>ST</sup> BIRTHDAY TO COUNT.

### **GRADES 5 - 11:**

\* (5) DPT (BOOSTER ON OR AFTER 4<sup>TH</sup> BIRTHDAY)

\* (4) POLIO (BOOSTER ON OR AFTER 4<sup>TH</sup> BIRTHDAY)

(1) MEASLES (ON OR AFTER 1<sup>ST</sup> BIRTHDAY)

(1) RUBELLA (GERMAN MEASLES)

(1) MUMPS

### **12<sup>TH</sup> GRADE:**

(3) DTP

(4) POLIO

(1) MEASLES (ON OR AFTER 1<sup>ST</sup> BIRTHDAY)

(1) RUBELLA (GERMAN MEASLES)

### **FORT CAMPBELL & KENTUCKY SCHOOLS REQUIREMENTS:**

KENTUCKY IMMUNIZATION FORMS

ALL IMMUNIZATIONS UP TO DATE

PPD FOR NEW STUDENTS (**FT. CAMPBELL SCHOOLS ONLY**)

HEP B FOR THOSE BORN OCTOBER 1, 1992 OR LATER

SCHOOL PHYSICAL FOR NEW STUDENTS

### **TENNESSEE SCHOOLS REQUIREMENTS:**

TENNESSEE IMMUNIZATION GREEN CARD

ALL IMMUNIZATIONS UP TO DATE

HEP B FOR THOSE BORN OCTOBER 1, 1992 OR LATER

SCHOOL PHYSICAL FOR NEW STUDENTS

## GENERAL STAFF

General staff techniques and procedures essential to the effective performance of mission by the entire unit have been described. The battalion is the smallest unit that has a staff although even in the company there are officers and noncommissioned officers who have duties which parallel those of staff officers. So, it is also important for an ACS Unit Services Coordinator to be aware of the four functional areas of staff: (1) Personnel, (2) Military Intelligence, (3) Operations and Training, and (4) Logistics. You may hear reference made to Specialist and Personal Staffs, so they are also briefly described for you below.

### General Staff

The staff of a battalion, for example, includes the Executive Officer, S1, S2, S3, S4 and Special Staff Officers.

#### • Executive Officer:

Serves as the second-in-command and as the principal assistant to the commanding officer. The executive officer usually directs, coordinates, and supervises the activities of the staff sections.

#### • The S1 (Adjutant):

The S1 is charged with staff responsibility for personnel management, matters pertaining to unit strength, morale, discipline, and miscellaneous administrative tasks.

#### • The S2 (Military Intelligence):

The S2 is responsible for the production and dissemination of combat intelligence and counter intelligence matters. The S2 assists the commanding officer and other staff officers in security matters including safes, filing, clearances, intelligence training, and related duties.

To fulfill his primary responsibility of producing combat intelligence, he collates, evaluates, and interprets information regarding the enemy, weather, and terrain, which may influence the accomplishment of the unit's mission. Of equal importance is the S1's duty of disseminating this information to the commanding officer, other staff officers, subordinate commanders and adjacent units.

#### • The S3 (Operations):

The S3 has staff responsibility for planning the successive combat operations, organization, and training as directed by the commanding officer. The S3 is responsible for operational directives, plans, orders, command post exercises (CPXs), field training exercises (FTXs), training aids, ammunition requirements, school allocations and quotas, and a host of related duties. The S3 staff has responsibility for the unit readiness of the command.

#### • The S4 (Logistics):

The S4 is the battalion logistics officer and has staff responsibility for the logistic services and facilities available to the battalion. These are supply, transportation, maintenance, logistics plans and records, and other matters in the field of logistical support.

#### • Special Staff:

Within the general framework of the four functional areas, there are certain specific functions that require the employment of specialists in the following areas: ordnance, engineering (Engineer), transportation (Transportation Officer), communications (Signal Officer), and medical support (Surgeon).

#### • Personal Staff:

This staff consists of authorized aides, or Aides-de-Camp, and other assistants.



## COMMAND STRUCTURE

This chart depicts a brigade, battalion (BN), and a company (CO) organization generally representative of what you may find in your military family member's unit. There may be more or fewer battalions or companies in the unit with different staff positions.

? \* May be called regiment, group, center, Division Artillery (DIVAR) or Support Command.

? \*\* May be called a squadron.

? \*\*\* May be called a battery or troop.

? \*\*\*\* May be called a team.

Note: Use "PITS" (Personnel/Intelligence/Training/Supply) to remember staff numbers 1-4.

C-E = Communications-Electronics

S5 = Civilian/Military (necessary only when unit is located in a foreign country or in a large Metropolitan area).

### **BRIGADE \***

(COL)

### **BATTALION \*\***

(LTC)

### **COMPANY \*\*\***

(CPT)

### **PLATOON \*\*\*\***

(LT)

### **SQUAD**

(SSG)

### **CSM**

(E-9)

### **XO**

(LTC)

### **XO**

(MAJOR)

### **CSM**

(E-9)

### **XO**

(CPT)

### **1SG**

(E-8)

### **STAFF**

S1 S2 S3 S4 S5 C-E

### **STAFF**

S1 S2 S3 S4

C-E Motor

## **BLACK CYCLE**

When the brigade is on Deployment Readiness Brigade 1 (DRB 1), it is referred to as being on black cycle. During this cycle, the brigade is at its highest state of readiness. The brigade will be free of all outside demands on its personnel and equipment and is poised for take off from

Campbell Army Airfield within 36 hours of being alerted. During this cycle, your spouse will be on short leashes, liable for recall.

To test the brigade's "go to war" posture, emergency deployment readiness exercises (EDREs) are often scheduled. An EDRE is nothing more than a practice deployment, which involves the DRF 1 Task Force and possibly the DRF 2, and DRF 3 as well. When the EDRE is called, no one knows if it is practice or real. The units go through the entire alert, recall, and deployment procedures as if it is real. Some EDREs actually involve having Task Forces deploy to another US military base to conduct short field training exercises (FTXs).

If an alert is a real one, you will be notified through your family support chain of concern and be given as much information as is possible given the level of security surrounding the mission.

Regardless, in the case of a real emergency, you will not be left in the dark. (Only emergency leave is granted during this cycle.)

## **GOLD CYCLE**

Training cycle commonly referred to as gold cycle occurs when the brigade is the DRB 2. This period provides the brigade time during which they can conduct uninterrupted training. Training during this period sustains skills that are highly perishable. It is during this period that your spouse will be gone the most. If the units of the brigade are not deployed for an extended time here on Ft. Campbell, they may be deployed to either the Joint Readiness Training Center (JRTC) at Ft. Polk LA; the National Training Center (NTC) at Ft. Irwin, CA; or other Army installations for training.

Generally, no leaves are granted during this cycle, as it is imperative that the brigade utilizes this prime time training opportunity to hone its combat skills.

## **WHITE CYCLE**

DRB 3 is when the brigade assumes white cycle. As the DRB 3, the brigade's primary mission is to provide personnel and equipment required to "push" the DRB 1 Task Force out of Ft.

Campbell when they are called out. In addition, this is the time when numerous soldiers are tasked to support the division and installation requirements. These details include post support jobs such as providing guard, funeral details, school support, evaluator support for units training on Ft. Campbell as well as National Guard/Reserve units, ROTC support, and training center support. During most support cycles, some soldiers are allowed to attend on- and off-post schools and after all support tasking are covered, soldiers are encouraged to take well-deserved leave.

FACT SHEET

SUBJECT: Respite Child Care

1. PURPOSE: To provide facts and information on Ft. Campbell Respite Care within Child and Youth Services.
2. Facts:
  - a. Fort Campbell provides free respite (hourly) care at the Watter's Child Development Center One and within School Age Services after school. (As long as funds are available.)
  - b. Fort Campbell has agreed to pay for 15 hours per month of hourly respite care for families of deployed soldiers. In addition, they will pay for six slots of after school care in our School Age Services programs.
  - c. Each family must be registered with Child and Youth Services. Call 798-3643 for more information of where to register you family. Current family registration fees are \$30 per year.
  - d. Hourly care is available from 0700-1700. After school care is available after school until 1800.
  - e. Reservations for hourly care may be done up to two weeks in advance by calling 439-7993/7925. Reservations for School Age After School care may be done two weeks in advance by calling 798-3643. Verification of deployment will be needed.
3. Point of Contact is Katy Eccles, 798-2164.

ROBERT E. VAIL  
DIR, CABC

**Army Community Services provides Foreign-Born Spouse Orientation each month.**

The topics covered include:

- English as a second language
- Information on obtaining Resident Alien Card & Social Security Card
- Preparation for U.S. Citizenship
- Employment Resources
- Drivers License

The orientation takes place the last Monday of each month from 0900-1000 at the Army Community Service, building 5661 Screaming Eagle Blvd. & Wickham.

For more information call ACS 798-9322/6313/0609.

**Citizenship Class**

Army Community Service is offering Citizenship classes to soldiers and family members who are anticipating or in the process of becoming a U.S. citizen.

The class is held the first Monday of each month from 0900-1130.

For registration or information call Mary Young 798-6313.

Application for Citizenship can be obtained at the Staff Judge Advocate Office (Legal Office) on Forrest Rd. The phone number is 798-4432. Call between 0900-1100 mornings. On Mondays and Wednesdays thru Fridays call between 1300-1430.

If Legal Assistance is out of forms, call 1-800-870-3676 or 1-800-375-5283 or go online at [www.ins.doj.gov](http://www.ins.doj.gov)

Memphis, TN Immigration and Naturalization  
1341 Sycamore View Rd. Suite 100  
Memphis, TN 38134  
Telephone: 1-800-375-5283

Louisville, KY Immigration and Naturalization  
Gene Snyder Federal Building  
601 West Broadway  
Louisville, KY 40402  
Telephone: 1-800-375-5283

FACT SHEET

SUBJECT: Tax Benefits of Serving in a Combat Zone

1. Purpose: To provide information on the various tax benefits afforded to soldiers who served in a Combat Zone or Qualified Hazardous Duty Area in tax year 2001.
2. Facts:
  - a. What is a Combat Zone (CZ) or Qualified Hazardous Duty Area (QHDA)?  
A CZ is an area where the Armed Forces have engaged in combat that the President of the United States has designated as a Combat Zone by Executive Order. A QHDA is an area where the Armed Forces have engaged in combat or could engage in combat that Congress has designated as QHDA through legislation.
  - b. What are the current CZs and QHDAs? There are three current CZs: Enduring Freedom, Desert Storm, and Allied Force. Enduring Freedom includes: Afghanistan, Red Sea, Gulf of Oman, Gulf of Aden, Arabian Sea north of 10 degrees North latitude and west of 68 degrees East longitude, and if the service member receives imminent-danger or hostile-fire pay, Kyrgyzstan, Pakistan, Tajikistan, and Uzbekistan. Desert Storm includes: Persian Gulf, Red Sea, Gulf of Oman, Gulf of Aden, the Arabian Sea north of 10 degrees north latitude and west of 68 degrees east longitude, Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar and the United Arab Emirates. Allied Force includes: the former Federal Republic of Yugoslavia, Albania, Adriatic Sea, and the Ionian Sea north of the 39<sup>th</sup> parallel. The former Federal Republic of Yugoslavia includes Kosovo. The current QHDAs are Bosnia, Herzegovina, Croatia, and Macedonia.
  - c. What are the benefits of serving in a CZ or QHDA? There are two benefits: extension of time to file and exclusion of compensation. The deadline to file is extended for 180 days from when the soldier leaves the CZ/QHDA or leaves the hospital from injury sustained in the CZ/QHDA. The deadline is also extended for an additional day for every day that the soldier is in CZ/QHDA during tax season (1 January to 15 April). The second benefit allows enlisted soldiers to exclude from gross income all compensation received during the months spent in a CZ/QHDA. Commissioned officers can exclude up to \$5043/month. If a soldier spends only part of any month in the CZ/QHDA, compensation for that entire month is excludable. The soldier's W-2s should automatically exclude this pay from gross income.
  - d. Do you have to serve in a CZ or QHDA to receive these benefits? No, soldiers supporting operations in a CZ or QHDA are authorized to receive the benefits under certain circumstances. Soldiers supporting combat operations are entitled to both the extension of time to file and the exclusion of compensation if the soldier directly supports operations in a CZ/QHDA, that support qualifies the soldier for hostile fire or imminent danger pay, and the payment of hostile fire or imminent danger pay is based on risks related to the CZ/QHDA.
  - e. Do these benefits apply to a soldier's spouse? The extension of time to file applies to the soldier's spouse unless it is more than two years after the combat activities in the CZ have ended or the qualifying soldier is hospitalized in the United

States for injuries sustained in a CZ. The exclusion of income does not apply to a soldier's spouse.

f. Can I file a return on behalf of my deployed spouse? If you have a general power of attorney (POA) that specifically mentions the power to file tax returns (the POAs at the legal assistance office do) or a special POA to file tax returns, then you can file on behalf of the deployed soldier. If you are married filing jointly, you will need a POA to be able to file.

g. Should I use the extension of time to file? If it is feasible for the soldier or a person with a POA from the soldier to file during tax season, a tax return generally should be filed during tax season for two reasons. First, the vast majority of soldiers receive refunds and delaying when you file will only delay the receipt of that refund. Second, the Fort Campbell Tax Center is open from 15 January to 15 April to file tax returns free of charge for soldiers and their family members. If a soldier waits until after 15 April to file a return, he or she will no longer be able to take advantage of the tax center's services.

3. POC for this fact sheet is CPT Boyer, Tax Center OIC at 798-4432.

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